



# 2012 Indiana Public Library annual report workshop

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Indiana State Library  
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# Bibliostat Collect General

- Pop-up blockers –
  - Instructions from Bibliostat Collect
  - Instructions from your computer's help screens
  - Help from your IT department
  - Click "save" to save; can leave program at any time and return to finish
  - Click "next" or "back" to move
- Same process as for 2011 annual report
  - Login, password and URL will be emailed to you; URL and print report will be posted to ISL website
  - Available before Dec. 31, if possible
  - Use F11 if you do not see full screen
- May copy and paste, with keyboard commands
  - Ctrl and c = copy
  - Ctrl and v = paste



# Home Page (1)

- Tool bar
  - Home
  - Survey
    - Takes you to choice of surveys (2012 default, 2011 – 2008)
  - Status
    - Must choose 2012 survey first
    - Edit checks
    - Unanswered questions
      - YOU MUST ANSWER ALL REQUIRED QUESTIONS!
    - Flagged questions
    - Submit survey
- Printing
  - Printable survey reports
    - 2012 data only
    - 2012 and 2011 data
    - Blank report
    - Entire report or separate sections
  - Printable annotation reports
- Frequently asked questions
- Instructions
  - PLEASE read carefully, as there have been extensive revisions
  - Posted to ISL website



# Home Page (2)

- Need assistance
  - For help with technical questions about Bibliostat Collect, contact Product Support at: 1-866-785-9935
  - For questions about the annual report survey or about definitions, please contact Edie Huffman, 800-451-6028, 317-232-3681, [ehuffman@library.in.gov](mailto:ehuffman@library.in.gov)
- Logout
  - Allows you to return to finish entering data
- Navigation
  - Parts 1-15
    - Part 13 is the current standards
    - Part 15 is the Supplement



# General information and Part 1

- **General information**
  - Some questions are mandated by PLS
  - Scroll down entire page so that you don't miss any questions
  - Click on underlined question # for definition
  - Grayed-out box means answer is prefilled and locked or automatically calculated
- Report most current information for
  - Library contact information and hours
  - Board of Trustees
  - Salaries
- **Questions in bold font are related to standards**
- **Part 1 General**
  - <http://www.in.gov/library/pldirectory.htm>
  - There are 9 Congressional districts in Indiana
  - Answers from previous year's report above question (can use key commands to copy and paste)  
**PLEASE REVIEW** any prefilled and locked data and contact me to make changes, if **NEEDED**



# Parts 1 – General

- **Part 1 General**

- Contact information is pre-filled with most current data on file. PLEASE review and make changes, IF NEEDED
- Branch and bookmobile information pre-filled with 2011 data. PLEASE REVIEW and make changes, IF NEEDED
- Most pre-filled information is also locked, so you will have to contact me to make changes.
- Wireless hub – branch (01-052r)
- Repeating groups
  - “Add group” to add new outlet
  - “Remove group” to delete closed outlet
- Internet questions about central library now in Part 1



# Part 2 – Registration

## Part 2

- No provision for reporting family cards
  - Slightly revised Non-Resident cards question, to accurately capture information
  - (02-003) Total should be at least total of 006-008. May be more!
- ▶ List current individual non-resident fee
  - ▶ Question about purging patron files has been revised. (02-11)





## Part 3 Libraries and political subdivisions (1)

[//www.in.gov/library/4558.htm](http://www.in.gov/library/4558.htm) (2011 statistics)

- 03-001, 008, and 016-018 are prefilled with 2012 units and 2010 census data.
- Review and contact me to make changes, **if needed**
- 2012 AV and tax rate requested (from 1782/Fund Report Pay 2011)
- County 2 02-008 is only required of libraries crossing county lines and the 4 county contractals
- 03-016 "Political Subdivision 1 Name"
  - Use official name of town/city, township or county
- 03-017 "Type of Political Unit" (Taxed Units 1 (**city/town**), 2 (**more than 1/2 of county**), 3 (**total county**), 4 (**township merged**), 9 (**township validated**), 11 (**endowed**), 12 (**county contractual**) Only)
- 03-018 "Population 2010 Census" (Units in 20b Only)
- This population is considered "served" because they are taxed
- "Add group" for new unit added by expansion or new contract





## Part 3 Libraries and political sub-divisions (2)

- 03-019 “Type of Political Unit”  
(Contracting Units 5 (Township, partial, served by contract), 6 (Township served by contract), 7 (Township taxed to pay contract), 8 (Township, partial, taxed to pay contract), 10 (Town served by contract) Only)
  - This population is not considered “served” because they are not taxed.
- ▶ 03-020 “Population 2010 Census” (Units served by contract in 03-019 Only)
  - ▶ “Add group” for new contract
  - ▶ Contracts are by nature impermanent
  - ▶ Map to view areas under contract (map of served and unserved areas):
    - <http://www.in.gov/library/3313.htm>



## Part 4 Library operating fund income

- General – List all sources of income where requested
- Local
  - If you enter an amount in 04-006 “Contractual Revenue Received for Service”, make sure you have the relevant information in 03-016 and 03-019-020 unless the money is from another library for services
  - Report both CAGIT and COIT only if library is in 2 counties and gets both types of tax
  - 04-007 “LOIT”, if applicable
- State
  - State Technology Grant only if not deposited in State Technology Fund
  - LVET and CVET are 2 separate questions
- Federal
  - LSTA –either operating or non-operating – do NOT report as both
- Other
  - Private and public foundation grants
  - PLAC receipt now separate question



# Part 5 Operating (and other) expenditures 1

## ▶ Lots of changes!

- “IN” vs “PLS”
- 05-008 Public access electronic database licensing/purchase/lease expenditures
  - Added automatically into the materials collection expenditures total for standards computation
- 05-040 Public access Computers, electronic reading and electronic media devices
  - Added automatically into the materials collection expenditures total for standards computation
- Collection expenditures also computed for non-operating expenditures
- Operating Expenditure Fund Collection Development (automatically computed)-Basic collection development standard
- 05-045 Operating expenditures per capita
  - Automatically computed
  - Available immediately



# Part 5 Operating (and other) expenditures 2

## ◦ 05-046 NEW

Difference between Operating Expenditure per capita minus Non-Resident fee

- Automatically computed
- Available immediately
- Allows your library to change the nonresident fee at next board meeting

## ▶ 05-047 Collection Development Expenditure AS % of Operating Expenditure

- Automatically computed
- Available immediately
- Any additional appropriations will have figured into your total operating expenditures and have an effect of the 7.5%



# Part 6 Capital revenue

# Part 7 Employment data

- Part 6

- Any type of income received for use in capital projects
- May be the same as 2011, may be "0"
- Does NOT have to balance with Part 5 expenditures

- Part 7

- FTE automatically calculated
- Librarian – Indiana definition
- Full time
- DATA PROBLEM: # of ALA–MLS cannot be greater than # of librarians (which is total of ALA–MLS and others with title and duties of librarian)



# Part 8 Library services and Technology (1): Library Programs

- ILLs
  - Evergreen transfers are NOT ILLs and are reported in published statistics
- Program counts and attendance counts
  - Children's and YA program totals (in-library and outreach) are automatically calculated.
  - Grand total is automatically calculated.
  - 6 week SRP for children at each fixed location (central and branch) required for standards.
- Young adult services encompass youth ages 12–18.  
<http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsab/aboutyalsa.cfm>
- DATA PROBLEM:
  - Supplying either the # of library programs (standard) but not the attendance
- It is possible to plan and promote programs yet have no attendance – report anyway





## Part 8 Library services and technology (2): Other services and technology

- **Reference questions, visits to library, users of public Internet computers, in-house circulation**
  - exact count or typical week count (PSU)
  - Typical week: exact count for 7 consecutive open days (or one full open week), \* by 52)
- **Questions regarding computers and standards have been revised**
- **Wireless hub**
  - The more measures for which you can supply an accurate and reasonable count, the more meaningful the story you tell to bolster data gathering you do for your board and for the public.
- **08-043 requires the number of physical computers – do not count 10 per wireless hub in this count.**



# Part 9 Circulation and selected holdings

- **Part 9**

- 09-001 and 09-002 are materials only – equipment circulation is reported
- “MATERIALS” PHYSICAL OBJECTS (and downloadable audio and video and ebook circulations), NOT EQUIPMENT
- “In-house” circulation; PLEASE review definition
- DO NOT REPORT COMPUTER CIRCULATION/USAGE IN TOTAL MATERIALS CIRCULATION
- \*NEW\* Ebooks, downloadable audio and video may be counted as holdings, rather than databases
- \*NEW\* Report other holdings, if desired



# Part 10 Library board

- **Part 10** (All information important: home address, appointing authority, email address, date appointment begins and ends)
  - Information pre-filled from 2011; PLEASE review and make changes, IF NEEDED.
  - Accurate, updated information is ESSENTIAL.
  - Appointment irregularities (expired appointments, incorrect appointments, vacancies) will be reviewed by ISL and the library will be contacted



# Part 11 Salary section

- ▶ Salary for director is annual salary
- ▶ Report dollars and cents, hourly salary for all other staff
- ▶ Report the salary determined for 2013. Most other data elements are for the reporting year, 2012.
- ▶ Report all positions for which you have a salary schedule (even if vacant)
- ▶ Report highest certification level for position or what would be advertised to fill a position
- ▶ Librarian refers to how your library classifies position, not to degree or certification level.
- ▶ Use a repeating group for \*OTHER\* only if you can not find a good fit for your position.
- ▶ Benefits no longer in repeating groups.



# Part 12 PLAC and Part 13 Statement of Compliance with Standards

## • Part 12 PLAC

- Repeating groups – Be SURE you enter right library and # of loans
- No library should report PLAC loans to its own taxed patrons – it's not possible!
- Make sure # of PLAC loans by each library adds up to total PLAC loans
- Report only PLAC loans, no reciprocal borrower loans, no loans to nonresident borrowers unless using PLAC card

## • Part 13 Standards

- Many questions have changed
- 13-025 “Trustee bylaws” –Minute book is best place for storage
- 13-009 “full-time” – all the hours the library is open, if fewer than 35
- 13-055 “ILL free of charge to other libraries”



# Part 13 Statement of Compliance with Standards (2)

- ▶ **Part 13**
  - “no” response with no explanation in part 14 will trigger a communication from State Library.
  - Questions gladly answered!
  - Many changes in questions may raise questions about standards.
- ▶ Some standards questions are in parts 1, 2, 5, 8, 9.
- ▶ All standards questions are in bold font





# Part 14 Statement of Intent to Comply with Standards

## ▶ Part 14

- Note about standard(s) only necessary if you answer “no” to any question in Part 13 – Statement of compliance with standards
- This is your opportunity to explain “no” answers.
- A “no” in Part 13 with no explanation in this part will trigger a communication from the State Library



# Part 15 – Supplement

- ▶ Most questions are new, but the following are repeated from previous years.
- ▶ Does Your Library Have a Foundation?? + following related
- ▶ Does Your Library Have a Separate Public Computer Lab? + following related
- ▶ Has Your Library Received Any Grants During This Period, Other Than LSTA Grants? + following related
- ▶ Has Your Library Hired A Consultant? +following related
- ▶ **\*NEW\*** Social media?
- ▶ Others



# Data problems

- ▶ Incorrect data is sometimes found when I review data but not always. Once I post data, it is viewed by other librarians, legislators, reporters, and citizens looking for information. I find some good proofreaders that way!
- ▶ Data which is 25% different than previous year triggers an edit check, which requires a response in order to submit the report.
- ▶ If the definition is unclear or leads to further questions, please contact me. Misunderstanding of a definition can lead to data problems.



# Data problems 2

- ▶ The more data measures you can supply, the more rationale you have for justifying services and expenditures. The more accurate and complete your data, the more compellingly your story can be told.
- ▶ Data visualization (infographics) is a wonderful tool to turn some of your data into easy to share stories (see next slide)
- ▶ Contact Edie Huffman at 1-800-451-6028, 317-232-3681 or [ehuffman@library.in.gov](mailto:ehuffman@library.in.gov) with any questions



# Prevalence of the Internet and the importance of computers

- ▶ 99.58 % of Indiana public libraries are connected to the Internet



869 people used the computer pictured in 2011. (9,736 public library computers were used by 8,461,850 people.)

# Contact information redux

- ▶ Edythe (Edie) Huffman
- ▶ [ehuffman@library.in.gov](mailto:ehuffman@library.in.gov)
- ▶ 317-232-3681
- ▶ 1-800-451-6028
- ▶ Fax 317-232-0002
- ▶ Available face to face